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EPA Form 1900-69 (Rev. 07-95)

Work Assign Number

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title) EPA Form 1900-69 (Rev. D7-95)

Contracting Official Name

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BranchMail Code3005R

Phone Number 202-564-6679

Environmental Protection Agency Nashington, DC 20460 Work Assignment [X] Original |] Amendment Number: Title of Work Assignment Contract Number Contract Period EP-W-08-071 Analytical & Technical Support Base X Option Period Number Specify Section and Paragraph of Contract SOW Sub-Task 2.1, 2.2,2.3,2.4, 2.5, 2.6,2.7, X-EETO, INC. Periods of Performance Purpose: [X] Work Assignment Initiation [] Work Assignment Close-Out [] Work Assignment Amendment [] Incremental Funding From: 10/04/08 та: 10/03/09 [] Work Plan Approval This WA is being issued w/a not to exceed (NTE) LOE ceiling of 1,000 hours. Accounting and Appropriations Data (X) Superfund [] Non-Superfund Cont Org/Code [Max 7] Sudget(FY: Appropriation (Max 4) Code (Max 6) <sup>1</sup> N8N062 08 302DC6C 2505 \$300,000 01 HQ00BM00 **Authorized Work Assignment Ceiling** Cantract Period: Previously Approved DOR 1600 \$0.00 Work Plan / Cost Estimate Approvals Cost/Fee: Contractor WP Dated : LOE 7-912 1000 Cost/Fee:\$0.00 Cumulative Approved: Work Assignment Manager Name Branch/Mail Code 510A GILBERT R. WORLEY Phone Number 202 564 8721 Fax Number (Signature) Project Officer Name Branch/Mail Code 510A JOSEPH P. VES**C**IO Phone Number 202 564 2522 Fax Number (Date) Other Agency Official Name Branch/Mail Code Phone Number Fax Number (Stynature) (Date) Contracting Official Name Branch/Mail Code 3005R CLAUDIA M. ARMSTRONG Phone Number 202-564-6679

CLAUOIA M. ARMSTRONG

EPA Ferm 1900-69 (Rev. 07-95)

# Analytical & Technical Support Contract: EP-W-08-071, Work Assignment: 01

# Summary Information

Award Date:

Analytical & Technical Support Title:

Period of Performance: From: 10/04/08

To: 10/03/09

Total Funding: \$300,008.00

# **Accounting/Appropriation Data**

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# Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A. Attn: CILBERT R. WORLEY

1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code: 510A

Phone Wumber: 202 564 8721

Fax Number:

E-Mail Address: worley.ray@epa.gov

Analytical & Technical Support
Contract: EP-W-08-871, Work Assignment: 01

# Summary Information

Analytical & Technical Support Title:

Period of Performance: From: 10/04/08 To: 10/03/09

Award Oate:

Total Funding: \$300,000.00

# Accounting/Appropriation Data

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# Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A. Attn: G1L8ERW R. WORLEY 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code: 510A

Phone Number: 202 564 8721

Fax Number:

E-Mail Address: worley.ray@epa.gov

Analytical & Technical Support
Contract: EP-W-88-871, Work Assignment: 01

# Summary Information

Analytical & Technical Support Title:

Period of Performance: From: 10/04/08 To: 10/03/09

Award Oate: Total Funding: \$300,000.00

# Accounting/Appropriation Data

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# Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A. Attn: GILSERT R. WORLEY 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code: 510A

Phone Number: 202 564 8721

Fax Number:

E-Mail Address: Worley.ray@epa.gov

# Work Assignment 01 (08/09) <u>EOC and EOF</u> Operations and Maintenance

Coutract Number; EP-W-08-071

## Background

The Director of the Office of Emergency Management (OEM) serves as the EPA Emergency Coordinator (EC) as delegated per the Presidential Directive 67. The EPA EC has averall responsibility for the Agency's Emergency Operations Center (EOC) located in EPA HQ's, Emergency Operations Facilities (EOF) located at the EPA's Continuity of Operations (COOP) primary and alternate locations, and the Emergency Relocation Site(s) (ERS). The day-to-day oversight of the program is carried out by the EPA Work Assignment Manager (WAM).

The program support activities required for those duties relating to program analysis, policy formulation, dissemination, supporting plan development and implementation are carried out at the EPA headquarters in Washington, D.C. The support activities required for the operations and readiness maintenance of the Agency's EOF and ERS are carried out at these locations respectively.

## Task Descriptions

## Task 1; Work Plan, Staffing Plan and Cost Estimate

The contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment.

## Task 2: COOP Site – EOF Operations and Maintenance

#### Introduction

The EPA has facilities designated for emergency operations at locations for which the EPA EC has overall management and operational responsibility. The site designated as the EOF for EPA headquarters is currently a government owned; contractor maintained facility located on an EPA installation. The facility is maintained in an "operational readiness status" and is capable of attaining "full operational status" in a short period of time and sustaining a headquarters crisis management team for extended periods of time under emergency conditions. This requires extensive administrative, logistical, and operational planning; an aggressive operational training/exercise program (for both personnel and systems); and a comprehensive system and equipment maintenance program. Contractor personnel participate in monthly operational telecommunications exercises with other D/A and all equipment and systems undergo operational testing on a daily or weekly basis. Additionally, the facility provides the operational management of the Agency's "secure (STU III, STE, secure cell phanes and secure satellite

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phones) telecommunications system" and manages the associated National Security Agency (NSA) approved Communications Security (COMSEC) account for the agency.

## <u>Scnpe</u>

The contractor shall provide nn-site personnel to operate and provide for the daily management af the EPA owned EOF tn:

- ensure the facility and all associated systems and equipment are maintained in a constant state of operational readiness as described and updated regularly in the EOF Standard Operating Procedures (SOP);
- ensure the facility is capable of attaining full operational capability and supporting a full headquarters crisis management team for extended operational periods (anticipate up to 30 days) under emergency conditions;
- c. conduct operational testing and coordinate the maintenance of the EPA secure (STU III, STE, secure cell and secure satellite phones) telecommunications system to ensure a constant state of operational readiness and manage the associated NSA approved COMSEC account:
- d. Ensure compliance with all applicable requirements of the National Communication System 3-10 directives to laclude participation in required monthly communication tests using existing communications equipment in the EOC; and
- Maintain facility SOP addressing the above areas of responsibility.

Details af the criteria to be met for "constant state of operational readiness", "full operational capability"; the size and makeup of a "full headquarters crisis management team", "extended aperational periods under emergency canditians", and the specific EOF location and current capabilities are available under separate classified cover. The EOF shall be manned by at least one contractor personnel on all Federal work days from 8:00am to 4:30pm (ET) and by two or more contractor personnel during emergencies and exercises as specified in Sub-task 2.2. Specific sub-tasks the contractor shall perform are:

## Sub-Task 2.1: Provide on-site personnel to:

- Operate and provide for the daily management of the EPA owned EOF to ensure the facility and all associated systems and equipment are maintained in a constant state af operational readiness and capable of attaining full operational capability and supporting a full headquarters crisis management team for extended aperational periads under emergency conditions;
- b. Provide arientation training and briefings to headquarters erisis management team members including COOP essential personnel, NSEP Program Office staff, and authorized afficial visitors pertaining to the EOF's capabilities, operational readiness

phones) telecammunications system" and manages the associated National Security Agency (NSA) approved Communications Security (COMSEC) account for the agency.

## <u>Scope</u>

The contractor shall provide on-site personnel to operate and provide for the daily management in the EPA owned EOF to:

- ensure the facility and all associated systems and equipment are maintained in a constant state of operational readiness as described and updated regularly in the EOF Standard Operating Procedures (SOP);
- ensure the facility is capable of attaining full operational capability and supporting a full headquarters crisis management team for extended operational periods (anticipate up to 30 days) under emergency conditions;
- c. conduct operational testing and coordinate the maintenance of the EPA secure (STU III, STE, secure cell and secure satellite phones) telecommunications system in ensure a constant state af operational readiness and manage the associated NSA approved COMSEC account;
- d. Ensure compliance with all applicable requirements of the National Communication System 3-10 directives to include participation in required monthly communication tests using existing communications equipment in the EOC; and
- e. Maintain facility SOP addressing the above areas af responsibility.

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- b. Provide orientation training and briefings to headquarters crisis management team members including COOP essential personnel, NSEP Program Office staff, and authorized afficial visitors pertaining to the EOF's capabilities, nperational readiness

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#### <u>Scope</u>

The contractor shall provide on-site personnel to operate and provide for the daily management of the EPA owned EOF to:

- a. ensure the facility and all associated systems and equipment are maintained in a constant state of operational readiness as described and updated regularly in the EOF Standard Operating Procedures (SOP);
- ensure the facility is capable af attaining full operational capability and supporting a full headquarters crisis management team far extended operational periods (anticipate up to 30 days) under emergency conditions;
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- Maintain facility SOP addressing the above areas of responsibility.

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## Sub-Task 2.1: Provide nn-site personnel to:

- a. Operate and provide for the daily management of the EPA owned EOF to ensure the facility and all associated systems and equipment are maintained in a constant state of operational readiness and capable of attaining full operational capability and supporting a full headquarters crisis management team for extended operational periods under emergency conditions;
- b. Provide orientation training and briefings to headquarters crisis management team members including COOP essential personnel, NSEP Program Office staff, and authorized afficial visitors pertaining to the EOF's capabilities, aperational readiness

status, and activation procedures;

- Operate all equipment daily and perform weekly operational tests on all systems;
- d. Perform the manufacturer prescribed operator level preventive and corrective maintenance on all equipment and systems;

Sub-Task 2.2: Provide personnel to man and operate the EOF and support up to a full headquarters crisis management team for extended operational periods under emergency conditions and during exercises. The actual hours of operation and duration of the emergency/exercise may extend to 24 hours per day for days, weeks, or manths. The contractor shall provide for emergency notification and recall af assigned and augmentation personnel and be prepared to perform the duties stipulated in Sub-Task 2.1 above for the following situations:

- Extended Daily Operations. Operations are extended beyond the normal (8:00am 4:30pm) duty day, but less than a full 24 hours, and is expected to last less than seven days. This situatian may require that a second work shift be established. The contractor shall provide for at least two work shifts during Emergency Operations that extend the duty day to more than 16 hours but less than 24 hours.
- Emergency Operations. Operations are extended beyond the normal (8:00am 4:30pm) duty day up to a full 24 hours and is expected to last less than 30 days. The contractor shall provide for at least two work shifts during Emergency Operations that extend the duty day to more than 16 hours but less than 24 hours and three wark shifts for 24 hour operations.
- c. <u>Emergency Activation</u>. Operations are extended beyond the normal (8:00am 4:30pm) duty day up to a full 24 hours and is expected to last mare than 30 days. The contractor shall provide fur at least two wark shifts during Emergency Activations that extend the duty day to mare than 16 hours but less than 24 hours and three work shifts for 24 hour operations.

<u>Sub-Task 2.3</u>: Full time contractor personnel assigned to this task may be required to participate in emergency operations, exercises, and/or training conducted at the EPA headquarters EOC in Washington, D.C. and/or other emergency operating sites. Specific dates, times, and lacation(s) of such operations, exercises, and training will be provided by the EPA PO.

<u>Sub-Task 2.4:</u> Maintain EPA approved SOPs for operations under all conditions addressing, Administration, Logistics, Security, Personnel, Operations, Emergency Notification, and Activation. All changes to SOPs shall be reviewed and approved for implementation and use by the EPA WAM.

<u>Sub-Task 2.5:</u> Administer an NSA approved COMSEC account for the receipt, cantrol, and subsequent destruction/turn-in of classified material, COMSEC equipment, and associated keying material with national security classifications of up to and including TOP SECRET.

status, and activation procedures;

- Operate all equipment daily and perform weekly operational tests on all systems;
- Perform the manufacturer prescribed operator level preventive and corrective maintenance on all equipment and systems;

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<u>Sub-Task 2.5:</u> Administer an NSA approved COMSEC account for the receipt, control, and subsequent destruction/turn-in of classified material, COMSEC equipment, and associated keying material with national security classifications of up to and including TOP SECRET.

Sub-Task 2.6: Maintain the EPA secure (STU III, STE, secure cell and secure satellite phones) telecommunications system in a constant state of aperatianal readiness and coordinate the distribution, maintenance, and turn-in of secure phone equipments.

Sub-Task 2.7: Contractor shall maintain certification requirement as mandated by NSA for COMSEC manager accreditation. As NSA issues new guidance and/or secure equipment, the contactor shall obtain necessary training to help EPA implement the COMSEC program.

<u>Sub-Task 2.8:</u> The contractor shall maintain the redundant communicatian infrastructure programs such as the Government Emergency Telephone Service (GETS) and the Wireless Priority Service. These programs allow the designated EPA COOP essential employees to use calling procedures to make critical emergency calls during national emergency security conditions. The contractor will belp process requests for GETS/WPS for WAM's approval.

<u>Sub-Task 2.9</u>: The contractor shall install secure communication equipment per SOPs (including accreditation of space and verification of clearances of individuals) in designated EPA senior management residences. These individuals must be part of the National Security Emergency Program by designation of order of succession or as key leaders who perform essential functions. Installation hours will depend on EPA senior management ability to be at their residences including possible weekend installation timeframes.

## Task 3: EPA HQ EOC Operations and Support

## <u>Introduction</u>

The EPA has facilities designated far emergency operations at locations for which the EPA Emergency Coordinator has overall management and operational responsibility. The site designated as the EOC is currently government owned and located nn the basement level of Ariel Rios North. It is operated by the EPA EOC Team Leader, with contractor provided technical support for operations and maintenance of designated areas of the EOC such as the secure facilities. The facility is maintained in an "operational readiness status" and is capable of attaining "full operational status" in a short period of time and sustaining a headquarters Emergency Operations Team for extended periods of time under national security emergency conditions.

## <u>Scope</u>

The EOC shall be manned by at least one contractor personnel on all Federal work days from 7:00am to 6:00pm (EST) and during emergencies and exercises as specified in subtask 3.4. The contractor shall provide on-site personnel to support operations and daily management of the EPA owned EOC to:

ensure the facility (specific to classified operations) and all associated systems and
equipment are maintained in a constant state of operational readiness; conduct
operational testing and coordinate the maintenance of the EPA secure (STU
lll/STE/secure phone and secure satellite phones) telecommunications system, secure

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- maintain facility SOP addressing the above areas of responsibility (to he provided via a TDD through the WAM).

Sub-Task 3.1: Provide on-site personnel on all Federal work days from 7:00am to 6:00pm (EST) and during emergencies and exercises as specified in subtask 3.4 below to:

- Support the operations and daily management (specific to NSEP operations) of the EPA EOC to ensure the facility and all associated equipment are maintained in a constant state af operational readiness and capable of supporting a full headquarters Emergency Operations Team far extended periods of time under national security emergency conditions.
- h. Perform daily, weekly and monthly operational tests of all systems (specific to NSEP operations) in accordance with the EOC SOP, including operational tests with the EPA EOF and other emergency operation center sites.
- Perform the manufacturer prescribed operator level prevention and corrective maintenance on all equipment and systems pertaining to NSEP operations as specified by procedures issues by the EOC manager;
- Implement and maintain approved SOPs for operations under all conditions addressing Administration, Logistics, Security, Personnel, Operations, Emergency Notification and Activation.
- e. As directed by technical directive, provide orientation training and briefings to headquarters Emergency Operations Team members, NSEP Program Office staff, and authorized official visitors pertaining to the EOCs capabilities, operational readiness status, and activation procedures.

# Sub-Task 3.2. Security of Facility

The contractor shall serve as the Alternate Facility Security Officer for the EOC and shall be responsible for the following:

- a. Provide support for the overall physical security of the EOC and the Top Secret and SCI work area;
- b. EOC access and visitor control;
- c. Daily security check;
- d. Opening and closing of the EOC, the Secure Access Facility and the Sensitive

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- Compartmented Information Facility; maintaining and revising the facility security plan;
- Management of the secure phones assigned to the EOC;
- f. Management of a classified document control system for the NSEP program office and the EOC.
- g. Maintain secure video tele-conference systems
- h. All contractors shall possess a security clearance of TS-SCI.

## Sub-Task 3.3. Document Review

Conduct daily review of all classified and unclassified communications (i.e. messages, cables, faxes, e-mail, etc.) received by the EOC, and distribute in accordance with EOC SOP.

## Sub-Task 3-4. Emergency Operations

Provide on-site personnel to support the EOC operations extended operational periods during national security emergencies and exercises. The actual hours of operation and duration of the emergency/exercise may extend to 24 hours per day for days, weeks, or months. The contractor shall provide for emergency notification and recall of assigned and augmentation personnel and be prepared to perform the duties stipulated in Sub-Tasks 3.1, 3.2, and 3.3 above for the following situations:

- a. Extended Daily Operations. Operations are extended beyond the aormal (7:00am 6:00pm) duty day, but less than a full 24 hours, and is expected to last less than seven days. This situation may require that a second work shift be established. The contractor shall provide for at least two work shifts during Emergency Operations that extend the duty day to more than 16 bnurs but less than 24 hours.
- Emergency Operations. Operations are extended beyond the normal (7:00 am 6:00pm) duty day, up to a full 24 hours, and is expected to last less than 30 days. The contractor shall provide for at least two work shifts during Emergency Operations that extend the duty day to more than 16 hours but less than 24 hours and three work shifts for 24 hour operations.
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#### <u>Deliverables</u>

#### General

Trip Reports

Compartmented Information Facility; maintaining and revising the facility security plan;

- e. Management of the secure phones assigned to the EOC;
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## Trip Reports

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# <u>Deliverables</u>

## <u>General</u>

# Trip Reports

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LOE and \$4\$8,480.00. However, due to Limitation of Funds, this workplan will be approved for 4,912 LOE and not-to-exceed \$300,000.00. All other terms and conditions remain unchanged.

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Environmental Protection Agency

Washington, DC 20460 **⊕EPA Work Assignment** ] Original (X.) Amendment - Number: Title of Work Assignment Contract Number Contract Period EP-W-08-071 Analytical & Technical Support Base X Option Period Number Centractor Specify Section and Paragraph of Contract SOW Sub-Task 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, X-EETO, INC. [] Work Assignment Initiation [] Work Assignment Close-Out Periods of Performance [X] Work Assignment Amendment | | Incremental Funding From:10/04/08 та; 10/03/09 [X] Work Plan Approval The purpose of this action is to approve the workplan dated 10/15/08 for 8,360 LOE and \$4\$8,480.00. However, due to Limitation of Funds, this workplan will be approved for 4,912 LOE and not-to-exceed \$300,000.00. All other terms and conditions remain unchanged. Accounting and Appropriations Data [] Non-Superfund (X) Superfund DC BudgetFYs Appropriation (Max 4) Max 6) Beriget Org/Code (Mex. 7) (Dolland (Cents) 1 N8N062 08 302DC6C 2505 \$300,000 00 HQ00BM00 D3N **Authorized Work Assignment Ceiling** Cost/Fee LOE Contract Period: \$0.00 1,000 Previously Approved 3,912 \$300,000.00 This Action 4,912 \$300,000.00 Work Plan / Cost Estimate Approvals Contractor WP Dated: 10/15/08 Cost/Fee:\$300,000.00 Lo∈:4,912 10€ 4,912 Cost/Fee:\$300,000.00 Cumulative Approved: 11/25/08

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Branch/Mail Code 3605R

Phone Number 202-564-6679

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Contract Number	Contract Period			Title of Work	_	i15	
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United Les Environmental Protection Agency

Washington, DC 20460

**Work Assignment** 

[] Original [X] Amendment Number:

EPA form 1900-69 (Rev. 97-95)

Work Assignment Manager Name

(Signature)

(Signature)

JOSEPH P. VESCIO

JOSEPH P. VESCIO

Other Agency Official Name

Contracting Official Name

Project Officer Name

EPA Form (900-68 (Rev. 97-95)

Analytical & Technical Sumort

Contract: EP-W-08-071, Work Assignment: 01, Amendment: 0001



#### **Summary Information**

Title: Analytical & Technical Support

Period of Performance: From: 10/04/08
To: 10/03/09
Award Date: 10/02/08

Award Date: 10/02/08 Total Funding: \$300,000.00

#### **Funding Breakout**

Acct.Info	Funding Category	Amoun	t
FY2008 - N8N062	[A] Cost Ceiling [A] Fixed Fee	\$ (b)(4)	
<del></del> = = = <del> </del>	Total:	 \$300,000.0	0

[M] - Modified

[A] - Added

#### **WA Totals**

The following item(s) have been added:

Category	POP		Amount
	<del>-</del> -		 (b)(4)
Fixed Fee	Base	Pd.	(6)(4)
Cost Ceiling	Base	Pd.	\$

#### **WA Classification**

The following changes have occurred:

The Labor Hour Ceiling has changed from 1000 to 4912.

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Contracting Official Name Branch/Mail Code 3005R Phone Number 202-564-6679 Fax Number Confractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title) EPA Form 1900-69 (Rev. 07-95) EPA Form 1900-89 (Rev. 07-95)

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Sub-Task 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, X-EETO, INC. Purpose: [] Work Assignment Initiation [] Work Assignment Close-Out Periods of Performance [X] Work Assignment Amendment [] Incremental Funding Front 10/04/08 (X) Work Plan Approval The purpose of this amendment is to increase the LOE by 3,448 hrs and increase the dollars by \$188,480. This amendment fully funds WA 1 to the WP dated, 11/25/08 for 8,360 hrs. and \$488,480.00. Accounting and Appropriations Data (X) Superiord BudgetFYs Appropriation (Max & Code (Max & N8N062 08 302DC6C 2505 \$300,000 00 HQ00BM00 2505 \$188,480 00 HQ00BM00 302D72C N9N039 09 **Authorized Work Assignment Ceiling** Cost/Fee Contract Périod: \$300,000.00 4,912 Previously Approved \$188,480,00 3448 This Action \$488,480.00 8,360 Work Plan / Cost Estimate Approvals Lo⊵8,360 Cost/Fec:\$488,480.00 Contractor WP Dated: 11/25/08 ⊾o∈:B,360 CONTREE\$488,480.00 Cumulative Approved: 04/08/09 Work Assignment Manager Name Dranch/Mail Code 510A JOSEPH P. VESCIO Phone Number 202 564 2522 (Date) Project Officer Name Branch/Mail Code/510A JOSEPH P. VESCIO Phone Humber 202 564 2522 (Signature) Other Agency Official Name Branch/Mail Code Phone Number (Signature) Contracting Official Name Branchittal Code3005R Phone Number 202-564-6679 EPA Form 1900-69 (Rev. 07-95)

Environmental Protection Agency Vashington, DC 20460

Option Period Number

[[ Original [X] Amendment Number:1

Analytical & Technical Support

то:10/03/09

[] Non-Superfund

Cost Org/Code (Max 7)

Title of Work Assignment

Specify Section and Paragraph of Contract SOW

**Work Assignment** 

Contract Period

Base X

Contract Number

EP-W-08-071

Contractor

Analytical & Technical Sugert

Contract: EP-W-08-071, Work Assignment: 01, Amendment: 0001



#### **Summary Information**

Title: Analytical & Technical Support

Period of Performance: From: 10/04/08

To: 10/03/09

Award Date: 10/02/08 Total Funding: \$488,480.00

#### **Accounting/Appropriation Data**

The following item(s) have been added:

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					Program	Site/	Cost	Obj		1
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										-
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#### **Funding Breakout**

Acct.Info	Funding Category	Amount
FY2008 - N8N062	[A] Cost Ceiling [A] Fixed Fee	\$ (b)(4)
	Total:	\$300,000.00
FY2009 - N9N039	[A] Cost Ceiling [A] Fixed Fee	\$(b)(4)
	Total:	\$188,480.00

[M] - Modified
[A] - Added

#### **WA Totals**

The following item(s) have been added:

Category POP Amount

Cost Ceiling Base Pd.
Fixed Fee Base Pd.

WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 4912 to 8360.

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EPA Form 1900-89 (Rev. 07-85)

es Environmental Protection Agency Washington, DC 20460

es Environmental Protection Agency Washington, DC 20460 **Work Assignment** [] Original [X] Amendment Number:2 Contract Number EP-W-08-071 Title of Work Assignment Contract Period Analytical & Technical Support ваве Х Option Period Number Contractor Specify Section and Paragraph of Contract SOVV Sub-Task 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, X-EETO, INC. Periods of Performance [] Work Assignment Initiation [] Work Assignment Close-Out [X] Work Assignment Amendment [] Incremental Funding To:10/03/09 From: 10/04/08 [] Work Plan Approval EPA requests that the contractor prepare a work plan for WA 01 to cover costs and hours for the remainder fithe Base Period. This amendment also adds Jason Bushta and Chris Burgess as WAMs to the work assignment. Accounting and Appropriations Data [] Non-Superfund [X] Superfund Coal Org/Code (Max 7) Program (Smitht) (Max II) DC Budgel/FYs Appropriation
(Max 6) [Max 4] Code (Max 6) D3N 302DC6C 2505 \$300,000 1 N8N062 08 00 HQ00BM00 <sup>2</sup> N9N039 09 2505 \$188,480 302D72C 00 HQ00BM00 Authorized Work Assignment Ceiling Cost/Fee Contract Period: 8,360 \$488,480.00 Previously Approved \$0.00 This Action 8,360 \$488,480.00 Work Plan / Cost Estimate Approvals Contractor WP Dated : Cost/Fee: LOE:8,360 Cost/Fee:\$488,480.00 Currulative Approved: Work Assignment Manag or Name Branch/Mail Code 510A JOSEPH P. VESCIO Phone Number 202 564 2522 Fax Number (Date) (Signature) Project Officer Name BrenchMail Code510A JOSEPH P. VESCIO Phone Number 202 564 2522 Fax Number (Signature) Other Agency Official Name Branch/Mail Code510A JOSEPH P. VESCIO Phone Number 202 564 2522 Fax Number (Dafe) (Signature) Contracting Official Name Dranch/Maii Code3005R CLAUDIA M. ARMSTRONG Phone Number 202-564-6679

EPA Form 1900-69 (Rev. 07-95)

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EPA Form 1900-69 (Rev. 07-95)

Analytical & Technical Support

Contract: EP-W-08-071, Work Assignment: 01, Amendment: 0002

#### **Summary Information**

Title: Analytical & Technical Support

Period of Performance: From: 10/04/08 To: 10/03/09

Award Date: 10/02/08
Total Funding: \$488,480.00

#### **Funding Breakout**

Acct.Info	Funding Category	Amount
FY2008 - N8N062	Cost Ceiling Fixed Fee	\$ (b)(4)
	Total:	\$300,000.00
FY2009 - N9N039	Cost Ceiling Fixed Fee	\$(b)(4)
,	Total:	\$188,480.00

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Work Assignment Form. (WebForms v1.0)

# Wark Assignment 02 (08/09) <u>Analytical and Technical Assistance Support ta</u> EPA's National Security Emergency Preparedness (NSEP) Program

Cnatract Number: 68-W-03-010

## <u>Background</u>

The EPA Emergency Coordinator (EC) plans, directs, and coordinates all matters relating to the Agency's National Security Emergency Preparedness (NSEP) program which includes all Cantinuity of Operations functions. These duties cover the formulation and dissemination of Agency policy in accordance with the provisions of Executive Order (EO) 12656, Homeland Security Presidential Directives related to continuity policies, Federal Continuity Directives (FCD); and other directives and guidance relating to NSEP; the development, coordination, dissemination, and implementation of supporting NSEP plans; the selection, oversight and training of NSEP team members; and the selection, operations, and readiness maintenance of the Agency's Emergency Operating Facility (s) (EOF) and Emergency Relocation Site(s) (ERS).

The Director of the Office of Emergency Management (OEM) also serves as the EPA Emergency Coordinator (EC). As such, he/she is responsible for managing continuity programs. The day-to-day responsibility of the program is carried out by the EPA Project Officer and/or designated WAM.

The program support activities required for those duties relating to program analysis, policy formulation and dissemination, and supporting plan development and implementation are carried out at the EPA headquarters in Washington, DC.

#### Purpose Purpose

The purpose of this work assignment is to provide analytical and technical support services to the Agency's NSEP program.

## Security Requirements

Due to the classified handling requirements of deliverables, and the restricted access to required reference documents, all contractors working under this Work Assignment must have a Top Secret and SCI Security Clearances.

## Task Descriptions

## Task 1: Work Plan, Staffing Plan and Cast Estimate

The contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment.

# Work Assignment 02 (08/09) <u>Analytical and Technical Assistance Support to</u> EPA's Natianal Security Emergency Preparedness (NSEP) Program

Contract Number: 68-W-03-010

## **Background**

The EPA Emergency Coordinator (EC) plans, directs, and coordinates all matters relating to the Agency's National Security Emergency Preparedness (NSEP) program which includes all Continuity of Operations functions. These duties cover the formulation and dissemination of Agency policy in accordance with the provisions of Executive Order (EO) 12656, Homeland Security Presidential Directives related to continuity policies, Federal Continuity Directives (FCD); and other directives and guidance relating to NSEP; the development, ecordination, dissemination, and implementation of supporting NSEP plans; the selection, oversight and training of NSEP team members; and the selection, operations, and readiness maintenance of the Agency's Emergency Operating Facility (s) (EOF) and Emergency Relocation Site(s) (ERS).

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## <u>Purpose</u>

The purpose of this work assignment is to provide analytical and technical support services to the Agency's NSEP program.

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The contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment.

# Work Assignment 02 (08/09) <u>Analytical and Technical Assistance Support to</u> <u>EPA's National Security Emergency Preparedness (NSEP) Program</u>

Contract Number: 68-W-03-010

## Background

The EPA Emergency Coordinator (EC) plans, directs, and coordinates all matters relating to the Agency's National Security Emergency Preparedness (NSEP) program which includes all Continuity of Operations functions. These duties cover the formulation and dissemination of Agency policy in accordance with the provisions of Executive Order (EO) 12656, Homeland Security Presidential Directives related to continuity policies, Federal Continuity Directives (FCD); and other directives and guidance relating to NSEP; the development, coordination, dissemination, and implementation of supporting NSEP plans; the selection, oversight and training of NSEP team members; and the selection, operations, and readiness maintenance of the Agency's Emergency Operating Facility (s) (EOF) and Emergency Relocation Site(s) (ERS).

The Director of the Office of Emergency Management (OEM) also serves as the EPA Emergency Coordinator (EC). As such, he/she is responsible for managing continuity programs. The day-to-day responsibility of the program is carried out by the EPA Project Officer and/or designated WAM.

The program support activities required for those duties relating to program analysis, policy formulation and dissemination, and supporting plan development and implementation are carried out at the EPA beadquarters in Washington, DC.

#### Purpose

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## **Task Descriptions**

## Fask 1; Work Plan, Staffing Plan and Cost Estimate

The contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment.

## Task 2 NSEP Program Analysis, Support and Emergency Operations

Document Analysis: As directed via a TDD, the contractor shall review and analyze NSEP related documents, such as Presidential directives, Executive Orders (EO), National Security Directives (NSD), Homeland Security Presidential Directives, Presidential Emergency Action Documents (PEAD), and other inter-agency NSEP plans (ex. FEMA, COOP, other federal agency) or documents which may have an impact on the EPA, and such other non-NSEP documents, both internal and external to EPA, in which EPA has defined authorities and/or responsibilities to identify actual and potential impacts on EPA's NSEP program. Historically, most NSEP documents must be picked up at other departments or agencies. The contractor may be required to travel via TDD to pick up classified documents and deliver them to EPA's for entry into the EPA classified document control system. When appropriate, the Work Assignment Manager (WAM) may task the Contractor to provide recommendations on implementing policies derived from these documents within EPA. Upon completion of the document review and analysis a synopsis of all items relating to and/or impacting EPA is required. All reports shall be reviewed and approved by the EPA Project Officer and/or designated WAM prior to implementation and use. Historically an average of two - three national level NSEP documents has been issued each year which would require review and

Program Sapport: Based as criteria and technical guidance provided by the EPA Project Officer through a written TDD, the contractor will provide technical support in the development of briefings, meetings, and related materials to be used to support the NSEP program. The meetings, briefings and related materials for NSEP programs may be classified (up to and including Top Secret). The contractor shall perform the following functions and tasks in support of the preparation, ennduct of, and follow-up of meetings or briefings designated by the Project Officer and/or designated WAM: schedule the meeting, to include actifying proposed attendees and reserving the appropriate meeting/briefing room and all necessary equipment; verify security clearances of all attendees; pick up and deliver classified material; prepare meeting and briefing attendance lists, and prepare and distribute "Read Ahead" packets to all attendees; schedule, coordinate, and conduct any necessary rehearsals and pre-meetings; set-up the room and test all equipment; prepare introductory comments and key discussion points for the host/chair nr other key speaker/presenter; perform recorder functions, to include capturing discussion points, decisions, and courses of action agreed upon; prepare draft minutes and summaries of the meeting or briefing and submit to the WAM for approval and distribute within 5 days after the meeting/briefing; and develop and maintain an Issue Follow-up Tracking System for control and visibility of issues, decisions, courses of action, etc. resulting from the meeting or briefing.

Based on criteria and technical guidance provided by the WAM through a written TDD, the contractor shall provide personnel to attend, either alone or accompanying EPA personnel, designated NSEP related meeting, bricfings, and seminars for the purpose of providing technical support. A trip/meeting report will be submitted to the WAM within 5 working days following the meeting/briefing. This report will include a synopsis of the meeting/briefing to include identification of key issues, alternative courses of action, and/or possible solutions to resolve the issues.

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Emergency Operations: During national security emergency activations of the EPA HQ Emergency Operations Center (EOC), EOF, Emergency Preparedness Advisory Team (EPAC), Crisis Management Team (CMT)/Emergency Operations Center Team, and the National Incident Coordination Team (NICT), the contractor shall provide specialized technical support to deployed EPA National Security Emergency Preparedness (NSEP) teams and key management (i.e. EPA Administrator, Chief of Staff, Emergency Coordinator, etc.) during national security emergencies as directed by the EPA project officer. This support shall be documented on a TDD, and include attendance at meetings and briefiags associated with the activation(s); analysis of key issues; compilation of material (briefing, position papers, etc.) to be presented at each meeting; dissemination of information on significant actions, agreements, and findings of each meeting. Additionally, the TDD will identify the locations(s) at which the work is to be performed, hours of operation, tasks to be performed, and deliverables schedule associated with the activation. Contractor personnel are required to report to the designation activation site within 24 hours of receipt of the activation notification.

## Task 3: NSEP Plans

Continuity of Operations Plan (COOP): Through a TDD, the contractor shall provide technical support to the EPA in the implementation and updating of the Continuity of Operations (COOP) Program including specific annexes for biological born illnesses (i.e. Pandemic Influenza) for the EPA Headquarters, Regioas, and other EPA field elements. This support shall include updating, in draft format, the COOP Plans and multi-year strategies for COOP. The contractor shall provide draft technical language for EPA policies and directives implementing the NSEP and COOP programs. All documents shall be reviewed and approved by the EPA WAM prior to submittal for EPA management approval and distribution. Additionally, the contractor will prepare and maintain a Corrective Action Plan addressing COOP issues and shortcomings.

The contractor shall assist in the development of a COOP evaluation program using FEMA FCD I guidance and other COOP related policies and guidances. Upon issuance of TDD, contractor (total nf 1) shall travel to all 10 Regions with COOP program manger to provide on-site review of COOP program. For planning purposes, the contractor shall anticipate 3 days of travel per EPA regional city.

Continuity of Government Plan (COG): Upon issuance af a TDD, the contractor will support preparation of a final classified COG plan as an annex to the EPA HQ COOP plan. This classified annex to the COOP will address unique administrative, technical, personnel, security, and logistical matters relotive to EPA's actions duting a national security emergency. Upon issuance of a TDD, the contractor shall maintain scheduling of COG program team members for designated missions.

## Task 4: NSEP Training and Exercises

Training and Exercises: The Contractor shall support the maintenance of the NSEP exercise and training programs. Additionally, the contractor shall support documentation and lessons learned from exercises (internal, external and national level). Upon issuance of TDD, contractor

Emergency Operations: During national security emergency activations of the EPA HQ Emergency Operations Center (EOC), EOF, Emergency Preparedness Advisory Team (EPAC), Crisis Management Team (CMT)/Emergency Operations Center Team, and the National Incident Coordination Team (NICT), the contractor shall provide specialized technical support to deployed EPA National Security Emergency Preparedness (NSEP) teams and key management (i.e. EPA Administrator, Chief of Staff, Emergency Coordinator, etc.) during national security emergencies as directed by the EPA project officer. This support shall be documented on a TDD, and include attendance at meetings and briefings associated with the activation(s); analysis of key issues; compilation of material (briefing, position papers, etc.) to be presented at each meeting; dissemination of information on significant actions, agreements, and findings of each meeting. Additionally, the TDD will identify the locations(s) at which the work is to be performed, hours of operation, tasks to be performed, and deliverables schedule associated with the activation. Contractor personnel are required to report to the designation activation site within 24 hours of receipt of the activation notification.

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## Task 4: NSEP Training and Exercises

Training and Exercises: The Contractor shall support the maintenance of the NSEP exercise and training programs. Additionally, the contractor shall support documentation and lessons learned from exercises (internal, external and national level). Upon issuance of TDD, contractor

shall participate in EPA Regional COOP exercises. For planning purposes, contractor shall anticipate 3 exercises (Boston, Philadelphia and Seattle) for total of 4 travel days for 2 contractors.) Based on criteria and technical direction provided by the WAM, the contractor will prepare exercise documentation to be included in an EPA NSEP Master Training Plan. Based an interagency guidance and instructions from the Project Officer and or designated WAM, the contractor will develop and assist in the implementation of an EPA HQ training program in preparation for planned interagency COOP and COG exercises. As required, the contractor shall develop Master Scenaria Events List (MSEL), MSEL implementation instructions, Control Staff Instructions (COSINS), Pre and Post Exercise Briefings, Exercise Plans (EXPLANs), and Evaluation Plans (EVALPLANs), exercise After-Action Reports, and Critique Reports in support of NSEP exercises.

# **Deliverables**

#### Task 1

- 1) Synopsis of Document Review and Analysis and Impact Reports
  - First Draft: 15 days after receipt af document
  - Second Draft: 5 days after receipt of WAM comments
  - Final: 5 days after receipt of WAM comments

## Task 2

- 1) HQ COOP Corrective Action Plan
  - First Draft: 15 days after receipt of TDD from PO
  - Second Draft: 5 days after receipt of WAM comments
  - Final 5 days after receipt of WAM comments
- Revised HQ EPA COOP Plan, including classified COG plan
   Same suspense dates as above.

## Task 3

- 1) EPA NSEP Master Training Plan
  - First Draft: 15 days after receipt of TDD from PO
  - Final: 5 days after receipt of WAM comments
- 2) Interagency COOP/COG Exercise Preparation Plan
  - First Draft: 30 days after Initial Planning Conference
  - Final: 5 days after receipt of WAM comments
- NŠEP Exercise Reports
  - First Draft: 10 days after exercise
  - Final: 5 days after receipt of WAM comments

## General.

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- 1) HQ COOP Corrective Action Plan
  - First Draft: 15 days after receipt of TDD from PO
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  - Final: 5 days after receipt of WAM comments
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- 3) NSEP Exercise Reports
  - First Draft: 10 days after exercise
  - Final: 5 days after receipt of WAM comments

## General

shall participate in EPA Regional COOP exercises. For planning purposes, contractor shall anticipate 3 exercises (Boston, Philadelphia and Seattle) for total of 4 travel days for 2 contractors.) Based on criteria and technical direction provided by the WAM, the contractor will prepare exercise documentation to be included in an EPA NSEP Master Training Plan. Based on interagency guidance and instructions from the Project Officer and or designated WAM, the cantractor will develop and assist in the implementation of an EPA HQ training program in preparation for planned interagency COOP and COG exercises. As required, the contractor shall develop Master Scenario Events List (MSEL), MSEL implementation instructions, Control Staff Instructions (COSINS), Pre and Post Exercise Briefings, Exercise Plans (EXPLANs), and Evaluation Plans (EVALPLANs), exercise After-Action Reports, and Critique Reports in support of NSEP exercises.

## <u>Deliverables</u>

## Task 1

- Synopsis of Document Review and Analysis and Impact Reports
  - First Draft: 15 days after receipt of document
  - Second Draft: 5 days after receipt of WAM comments
    - Final: 5 days after receipt of WAM comments

## Task 2

- HQ COOP Corrective Action Plan
  - First Draft: 15 days after receipt of TDD from PO
  - Second Draft: 5 days after receipt of WAM comments
  - Final 5 days after receipt of WAM comments
- 2) Revised HQ EPA COOP Plan, including classified COG plan
- Same suspense dates as above.

## Task 3

- t) EPA NSEP Master Training Plan
- First Draft: 15 days after receipt of TDD from PO
- Final: 5 days after receipt of WAM comments
- 2) Interagency COOP/COG Exercise Preparation Plan
  - First Draft: 30 days after Initial Planning Conference
  - Final: 5 days after receipt of WAM comments
- 3) NSEP Exercise Reports
  - First Draft: 10 days after exercise
  - Final: 5 days after receipt of WAM comments

#### General

Final: 5 days after return from trip

Trip Reports

- Final: 5 days after return from trip

Trip Reports

- Final: 5 days after return from trip

<b>\$EPA</b>		tes Environmental Protection Washington, DC 20450 Ork Assignme	- ,	Work Assissment Number  2  [] Original (X) Amendment	Number:1
Contract Number EP-W-08-071	Contract Period Base X	Option Period Number		Title of Work Assignment Analytical & Tech Supp	port to NSEP
Contractor X-EETO, INC.			Specify Section a Task 1,2,3,4	and Peragraph of Contract SOW	
Purpose: [] Work Assignmen	nt Imitiation    W	fork Assignment Close-Out		Periods of Performance	
[X] Work Assignm	ent Amendment	I Incremental Funding		Fmm:10/04/08	та:10/03/09
[X] Work Plans Ap	provai			T WING 1 27 2 19 00	10:10/03/03

The purpose of this action is to approve the workplan dated 10/15/08 for 5,640 and \$4474,449.80. However, due to limitation of funds, this workplan will be approved for 4,912 LOE and not-to-exceed \$300,000.00. All other terms and conditions remain unchanged.

EPA Form 1900-69 (Rev. 07-95)

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United States Environmental Protection Agency Work Assaugent Number **⊕EPA** Washington, DC 20460 Work Assignment [] Original [X] Amendment Number:1 Title of Work Assignment P-W-08-071 Ваах Х Analytical & Tech Support to NSEP Option Period Number Contractor Specify Section and Paragraph of Contract SOW X-EETO, INC. Task 1,2,3,4 [] Work Assignment Initiation [] Work Assignment Close-Out Pariods of Performance [X] Work Assignment Amendment [] Incremental Funding From: 10/04/08 To: 10/03/09 [X] Work Plan Approval The purpose of this action is to approve the workplan dated 10/15/08 for 5,640 and \$4474,449.80. However, due to limitation of funds, this workplan will be approved for 4,912 LOE and not-to-exceed \$300,000.00. All other terms and conditions remain unchanged. [X] Superfund Accounting and Appropriations Data [] Non-Superfund Cost Org/Code

Plant 7) N8N062 08 D3N 3020C6C 2505 \$100,000 00 HQ00BM00 N8N062 08 2505 \$200,000 00 HQ00BM00 Authorized Work Assignment Celling Contract Period: Cost/Fee 1,000 \$0.00 Previously Approved \$300,000.00 3,912 This Action \$300,000.00 4,912 Work Plan / Cost Estimate Approvals Contractor WP Dated: 10/15/08 Cost/Fee:\$300,000.00 LOE:4,912 Cost/Fee:\$300,000.00 Cumulative Approved: LOE:4.912 Work Assignment Manager Name Branchetati Code 510A JOSEPH P. VESCIO Phone Number 202 564 2522 Fax Number Project Officer Name Branch/Mail Code JOSEPH P. VESCIO Phone Mumber 202 564 2522 Fax Number (Dale) Other Agency Official Name Branch/Mail Code Phone Number (Signature) Contracting Official Name Branch/Mail Code 3005R 11/25/08 Phone Number 202-564-6679 Fax Number Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

EPA Form 1900-69 (Rev. 07-95)

Date

EP-W-08-071 Combactor X-EETO, INC. [X] Superfund Appropriation Code (Mg 4) N8N062 08 N8N062 08 Contract Period: Previously Approved This Action Cumulative Approved: Work Assignment Manager Name JOSEPH P. VESCIO (Signature) Project Officer Name JOSEPH P. VESCID Other Agency Official Name (Signature) Contracting Official Name

United States Environmental Protection Agency
Washington, DC 20460 Work Assignment Number Work Assignment [] Originat [X] Amendment Number:1 Title of Wark Assignment Analytical & Tech Support to NSEP Option Period Number Specify Section and Paragraph of Contract SOW Task 1,2,3,4 || Work Assignment Inflation || Work Assignment Close-Out Periods of Performance [X] Work Assignment Amendment [] Incremental Funding From: 10/04/08 To:10/03/09 (X) Work Plan Approval

**Accounting and Appropriations Data** 

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The purpose of this action is to approve the workplan dated 10/15/08 for 5,640 and \$4474,449.80. However, due to limitation of funds, this workplan will be approved for 4,912 LOE and not-to-exceed \$380,000.00. All other terms and conditions remain unchanged.

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**Authorized Work Assignment Ceiling** Cost/Fee \$0.00 1,000 \$300,000.00 3,912 \$300,000.00 4,912 Work Plan / Cost Estimate Approvals Contractor WP Dated: 10/15/08 Cost/Fee:\$300,000.00 LOE:4,912 Cost/Fee:\$300,000.00 LOE4,912 BranchMali Code510A Phone Number 202 564 2522 Fax Number (Date) Branch/Mail Code Phone Number 202 564 2522 Fax Number (Date) Branch/Mail Code Phone Number Fax Number Branch/Mail Code 3 05 R 11/25/08 Phone Number 202-564-6879 Fex Number Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

EPA Form 1900-89 (Rev. 07-95)

#### Analytical & Tech Support NSEP

Contract: EP-W-08-071, Work Assignment: 2, Amendment: 0001



#### **Summary Information**

Title: Analytical & Tech Support to NSEP

Period of Performance: From: 10/04/08
To: 10/03/09

Award Date: 10/02/08 Total Funding: \$300,000.00

#### **Accounting/Appropriation Data**

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	_	Site/ Project	Cost Org	Obj Clss	Amount	/ C
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#### **Funding Breakout**

Acct.Info	Funding Category	Amount
FY2008 - N8N062	[A] Cost Ceiling \$ (b) [A] Fixed Fee	)(4)
	Total: \$3	00,000.00

[M] - Modified

[A] - Added

#### **WA Totals**

The following item(s) have been added:

Category	POP	Amount
Cost Ceiling Fixed Fee	Base Pd. S	(b)(4)

#### **WA Classification**

The following changes have occurred:

The Labor Hour Ceiling has changed from 1000 to 4912.

Work Assignment    Contract Naminer   Contract Period   Buse X   Option Period Naminer   Take of Work Assignment   Take of		<u> </u>	:D/		United	es Environmental Protection / Washington, DC 20460	Agency	Work Assis	nt Numbe		
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Other Agency Official Name  (Signature)  (Bate)  Fax Number  Fax Number  Branch Mail Code 3005R  CLANOIA M. ARMSTRONG  (Signature)  Phone Number 202-564-6679  Fax Number  Fax Number	K	OSEPH P.	VESC	Ю				Phone Number	202 56	4 2522	
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United es Environmental Protection Agency Washington, DC 20460

**Work Assignment** Original [X] Amendment Number:1 Title of Work Assignment Contract Number EP-W-08-071 Analytical & Tech Support to NSEP ваза Х Option Period Number Specify Section and Peregraph of Contract SOW Task 1,2,3,4 X-EETO, INC. Purpose: [] Work Assignment Initiation [] Work Assignment Close-Out Periods of Performance [X] Work Assignment Amendment [] Incremental Funding From: 10/04/08 то:10/03/09 [] Work Plan Approval The purpose of this amendment is to increase the LOE by 728 hours and increase dollars by \$174,449. This amendment fully funds WA. 2. to the approved amount of the WP dated, 11/25/08 for 5,640 hrs. and \$474,449.80 Accounting and Appropriations Data \_[X] Superfund [] Non-Superfund Program Element (Max 17 Cost Ong/Code (Max 7) Appropriation Code **Mar 9** N8N062 08 2505 \$100,000 00 HQ008M00 302DC6C N8N062 08 2505 \$200,000 ZZZD73 HQ00BM00 N9N039 09 HQ00BM00 302D72C 2505 \$174,449 D3N 00 **Authorized Work Assignment Ceiling** Contract Period: \$300,000.00 4,912 Previously Approved 728 \$174,449.00 This Action \$474,449.00 5,640 Work Plan / Cost Estimate Approvals Contractor WP Dated: 11/25/08 Cost/Fee:\$474,449.80 .oe:5,640 Cumulative Approved:04/08/09 Cost/Fee:\$474,449.00 Lo⊵5,640 Work Assignment Manager Name Branch/Mail Code510A JOSEPH P. VESCIO Phone Number 202 564 2522 Project Officer Name Branch/Mail Code JOSEPH P. VESCIO Phone Number 202 564 2522 (Date) (Signature) Other Agency Official Name Branch/Mail Code Phone Number Fax Number (Date) (Signature) Contracting Official Name Branch/Mail Code 3005R CLAUDIAM. ARMSTRONG 1/9/09 Phone Number 202-564-6679
Fax Number EPA Form 1000-69 (Rev. 07-91.)

United Protection Agency
Washington, DC 20460

EPA Form 1900-69 (Rev. 07-55)

EPA Form 1900-69 (Rev: 07-50)

# Analytical & Tech Support NSEF

Contract: EP-W-08-071, Work Assignment: 2, Amendment: 0001



#### Summary Information

Title: Analytical & Tech Support to NSEP

Period of Performance: From: 10/04/08 To: 10/08/09

Award Date: 10/02/08 Total Funding: \$474,449.00

#### **Accounting/Appropriation Data**

The following item(s) have been added:

									P
					Program	Site/	Cost	Obj	/
POP	DCN	BFYS	Appr.#	Org	Element	Project	Org	Clss	Amount C
	<b>-</b>								<b></b>
Base	N9N039	09	T	D3N	302D72C	HQ00BM00		2505	\$174,449.00 C

#### Funding Breakout

Acct.Info	Funding Category	Amount
FY2008 - N8N062	[M] Cost Ceiling [M] Fixed Fee	\$ (b)(4)
	Total:	\$300,000.00
FY2009 - N9N039	<pre>[M] Cost Ceiling [M] Fixed Fee</pre>	s (b)(4)
	Total:	\$174,449.00

[M] - Modified
[A] - Added

#### **WA Totals**

The following item(s) have been modified:

Category POP From By

Cost Ceiling Base Pd. \$
Fixed Fee Base Pd.

#### **WA Classification**

The following changes have occurred:

The Labor Hour Ceiling has changed from 4912 to 5640.

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Fax Number

JOSEPH P. VESCIO

Contracting Official Name

EPA Form 1900-89 (Rev. 07-95)

(Signature)

CLAUDIA M. ARMSTRONG

Officector Acknowledgement of Receipt and Approve) of Workplan (Signature and 1/0e)

Phone Number 202 564 2522 Branch/Mail Code 3005R Phone Number 202-564-6679 Fax Number 302-565-2558

es Environmental Protection Agency Washington, DC 20480 **⊕EPA** Work Assignment [] Original [X] Amendment Number: Title of Work Assignment Contract Number Analytical & Tech Support to NSEP EP-W-08-071 Base X Option Period Number Specify Section and Paragraph of Contract SOW Contractor Task 1,2,3,4 X-EETO, INC. Perioda of Performance [X] Work Assignment Amendment [] Incremental Funding To:10/08/09 From: 10/04/08 [] Work Plan Approval EPA requests that the contractor prepare a work plan for WA 02 to cover costs and hours for the remainder 1 the 8ase Period. This amendment also adds Jason Bushta and Chris Burgess as WAMs to the work assignmnent. Accounting and Appropriations Data [] Non-Superfund (X) Superfund Cost Org/Code (Max 7) Program Element (Stev 1) 1 N8N062 08 2505 \$100,000 00 HQ008M00 302DC6C 2505 \$200,000 D3N <sup>2</sup> N8N062 08 HQ00BM00 ZZZ 073 2505 \$174,449 3 N9N039 09 D3N 302D72C 00 HQ008M00 Authorized Work Assignment Ceiling Cost/Fee Contract Period: 5,640 \$474,449.00 Previously Approved \$0.00 This Action 5,64D \$474,449.00 Work Plan / Cost Estimate Approvals Cost/Fee: Contractor WP Dated : LOE:5,640 Cost/Fee:\$474,449.00 Cumulative Approved: Work Assignment Manager Name Branch/Mail Code 510A JOSEPH P. VESCIO Phone Number 202 564 2522 Fex Number (Date) (Signature) Project Officer Name Branch/Mail Code JOSEPH P. VESCIO Phone Number 202 564 2522 Fex Number (Signature) (Date) Other Agency Official Namo BranchMail Gode 510A JOSEPH P. VESCIO Phone Number 202 564 2522 Contracting Official Nome Branchillali Code3005R CLAUDIA M. ARMSTRONG Phone Number 202-564-6679 Fax Number 302-565-2558

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Unite Environmental Protection Agency Washington, DC 20460

**Work Assignment** 

**\$EPA** 

EPA Form 1800-69 (Rev. 07-95)

EPA Form 1000-69 (Rev. 07-95)

Analytical & Tech Support NSEP
Contract: EP-W-08-071, Work Assignment: 2, Amendment: 0003



#### **Summary Information**

Title: Analytical & Tech Support to NSEP

Period of Performance: From: 10/04/08 To: 10/08/09

Award Date: 10/02/08 Total Funding: \$474,449.00

#### Funding Breakout

Acct.Info	Funding Category		Amount
FY2008 - N8N062	Cost Ceiling Fixed Fee		\$ (b)(4)
	Total:	•	\$300,000.00
FY2009 - N9N039	Cost Ceiling Fixed Fee		\$ (b)(4)
	Total:		\$174,449.00

[M] - Modified
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